



ENGINEERING DEPARTMENT
276 Fourth Avenue Chula Vista CA 91910
619-691-5021 619-691-5171 FAX

DEVELOPMENT CHECK LIST FOR MUNICIPAL CODE REQUIREMENTS

FORM 5509

Project Location: _____ File No. _____

DEDICATION REQUIREMENTS:

According to the plans you recently submitted to the Planning Department for review, the items noted below will be included as conditions of approval of your building permit under the authority of the Chula Vista Municipal Code. For further questions regarding this check list, please contact the person listed at the bottom of the last page.

☐ Dedication **OR** ☐ Irrevocable Offer of Dedication of street right-of-way (Brief description: _____)

Note: Prior to issuance of Building Permit, City must review and approve grant deeds for completeness, signed by owner(s), with all signatories notarized and accepted by the City. Call (619) 585-5602 for the required supporting documents to be submitted.

PUBLIC IMPROVEMENT REQUIREMENTS:

In accordance with Section 12.24.040 of the Chula Vista Municipal Code (CVMC) and Council Policy No. 563-02, if a Building Permit is issued for the on-site work valued at more than the threshold indicated in Section 12.24.020 of the CVMC (\$20,000 plus the percentage increase in the "Construction Cost Index" since July 1, 1993, as published in the *Engineering News Record*), the City may impose the requirement to construct certain public improvements, which may include, but not necessarily be limited to, the following:

- | | | |
|--|---|---|
| <input type="checkbox"/> Curb & gutter | <input type="checkbox"/> Sidewalk (_____ feet wide) | <input type="checkbox"/> Raised concrete/asphalt median |
| <input type="checkbox"/> Driveway approach | <input type="checkbox"/> Street widening | <input type="checkbox"/> Signal relocation |
| <input type="checkbox"/> PCC alley paving | <input type="checkbox"/> Handicap ramps | <input type="checkbox"/> Alley-type approach |
| <input type="checkbox"/> Storm drain | <input type="checkbox"/> Asphalt & base in street | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Replace existing driveway with curb, gutter, sidewalk | | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Street light(s) (____ required) See Page7 for more information | | |

Notes:

A) The construction permit must be obtained prior to issuance of Building Permit.

B) See Pages 6 & 7 for information regarding deferrals of the requirement to install public improvements.

☐ It appears that your project may require only a minor Construction Permit (no engineered improvement plans necessary) and you are to submit the following items:

γ Inspection fee/deposit (Amount is determined based upon estimated value of work to be done.)

PUBLIC IMPROVEMENT REQUIREMENTS (Cont'd):

- γ Submittal of a Traffic Control Plan for Engineering's review and approval. (Submit at least 3 days prior to requesting Construction Permit to provide time for review and corrections, if necessary.)
- γ Submit security in the amount of 110% of the approved engineer's estimate of the work to be done. Security may be in any of the following forms: Surety bond from a surety company holding a Best's rating in accordance with City policy; letter of credit; U.S. Currency; savings passbook; certificate of deposit; bank's certified check (NOTE: personal, company or third party checks are not acceptable for cash bonds).
- γ A properly licensed contractor must obtain the permit. He must first submit a Certificate of Insurance *with the City of Chula Vista named as additional insured* and with the following minimum liability limits as set forth in "Specifications for Public Works Construction" (Commonly referred to as the "Green Book"):

Bodily injury:	\$500,000 each person \$1,000,000 each occurrence \$1,000,000 aggregate products and completed operations
Property damage:	\$250,000 each occurrence \$500,000 aggregate

Note: A combined single limit policy with the aggregate limits in the amount of **\$2,000,000** will be considered equivalent to the required minimum. This amount *may* be adjusted (by written request) at the discretion of the City Engineer.

- ☐ It appears that the plans will include the need to do major construction or re-construction of surface improvements, such as widening the street or installing missing curb, gutter, sidewalk and asphalt concrete paving. The following items will be required prior to issuance of the Construction Permit. (*Note:* Engineered plans are not required if curbs have been constructed in their ultimate location and installed under previously-engineered plans.) The following items are to be submitted to this department:
 - γ Improvement plans prepared by a registered civil engineer for review and approval. (Depending upon workload, the City's average processing time: 3 to 4 weeks for first review; approximately 2 weeks for any subsequent reviews.)
 - γ Plan-check deposit. [Amount is dependent upon quantity and/or complexity of work. (\$2,000 minimum)]

GRADING REQUIREMENTS:

- ☐ Since the plans submitted for Planning's review showed no information regarding proposed grading of the site, it may be determined at the building permit stage that a grading permit is required. (If this is the case, see next item for requirements.)
- ☐ It appears from your plans that a grading permit may be required. The following items must be fulfilled to obtain the permit:
 - γ A grading plan must be prepared by a registered civil engineer and submitted to this department for review and subsequent approval. (City's average processing time: 3 to 4 weeks for first review; approximately 2 weeks for any subsequent reviews.)
 - γ Fulfill landscaping requirements as set forth by the City Landscape Architect. He/she may be contacted at (619) 691-5101.
 - γ Submit a plan-check deposit. Amount is dependent upon complexity and extent of project for plan-check in accordance with the City's Full Cost Recovery Program (\$2,000 minimum).

GRADING REQUIREMENTS (Cont'd):

- γ Provide security in the amounts of: 25% of estimated earthwork costs; 100% of the estimated costs of appurtenant structures (i.e. retaining walls, culverts, inlets structures, etc.) as determined by the approved engineer's estimate; 100% of landscaping and irrigation facilities; and 100% of landscape maintenance for a period stated on the Grading Permit. The surety for these items may be in the same form as stated under "Public Improvement Requirements," above.

NOTE: A building permit cannot be issued until certification (Form PW-E-106A) that the rough grading has been completed. The form is available at the Engineering Division Counter and must be signed by the developer's civil and soil engineers, then submitted to the Engineering Division's Inspection Section.

GENERAL REQUIREMENTS/COMMENTS:

- ☐ Undergrounding of existing overhead utility lines on site.
- ☐ Undergrounding of distribution lines and other overhead utilities in the right of way adjacent to your site.
- ☐ An encroachment permit for your proposed private facilities within the City's street right of way and/or easement. (Call for details)

ENGINEERING FEES APPLICABLE ON BUILDING PERMIT:

The following fees indicated are applicable to your project and are required to be paid at the time of issuance of the Building Permit under the authority of the City of Chula Vista's Master Fee Schedule and other fees and assessments as approved by the City Council. ***Please note that the fees listed are based only on the plans submitted and are subject to change to reflect items shown on the final building plans.***

Sewer Fees:

- ☐ Administrative fee of \$30.00 for Sewer Connection Permit
- ☐ Sewerage Participation Fee of \$3,000 per Equivalent Dwelling Unit (See Pages 7 & 8 for additional information)
- ☐ Sewer lateral (one required for each building proposed) installation fee for lateral from main to property line:
 - 4-inch: \$3,015.00 plus \$86.00 per foot of chargeable length over 35 feet;
 - 6-inch: \$3,148.00 plus \$89.80 per foot of chargeable length over 35 feet;
 - Tap into 10-inch or larger main: Add \$36.00 to above fees;
 - Tap into main over nine (9) feet in depth: Add \$1,251.00, plus \$36.00 per foot over 35 feet to above fees;
 - Tap into main located in easement instead of street: 4" lateral - \$317.00 6" lateral - \$339.00
- ☐ Sewer main assessment per Ordinance 997: \$16.00 per foot of property frontage;
- ☐ Sewer Repayment District No. _____ (Call for details);
- ☐ Spring Valley Sanitation District: \$130.00 per acre (area to include ½ of street right-of-way along property frontage);
- ☐ Montgomery Sewer Service Charges (Call for details)

Traffic Signal Fees:

- ☐ Most new projects proposed in the City are subject to a Traffic Signal Fee based on expected trip generation and calculated at \$24.04 per trip. (See the schedule of Trip Generation Factors on Pages 5 & 6.)
- ☐ Your plans call for enlarging the existing facilities on site. The trip generation factor will be based on the proposed *additional* area.
- ☐ Your plans call for changing the use of the existing facility. The trip generation factor will be calculated based on the difference between the existing and proposed uses (NOTE: No refunds will be given if the new use generates fewer trips.)
- ☐ Your plans call for replacement of an existing structure. The trip generation factor will be based on the estimated increase in trips (if any) from the old building to the new. (No refunds will be given for lesser-sized structures.)

Development Impact Fees (DIF):

- ☐ Your proposed project lies within the City's Eastern Territories and is subject to DIF to cover the costs of improvements on certain roads in the City east of I-805 and State Route 125 as follows (in addition to the fees for expanding City facilities shown below):

<u>Proposed Type of Project</u>	<u>SR 125</u>
Single-family detached (per EDU)	\$ 820.00
Single-family attached (Duplexes & Condos per EDU)	656.00
Multi-family (Apartments) (per EDU)	492.00
General Commercial (per acre).....	20,500.00
Industrial (per acre).....	16,400.00

<u>Proposed Type of Project</u>	<u>TransDIF</u>
Residential	
Low Density< 8 DU/gross acre (per DU).....	\$8,290.00
Medium Density >8-20 DU/gross acre (per DU).....	6,632.00
High Density >20 DU/gross acre (per DU)	4,974.00
General Commercial (per gross acre).....	174,090.00
Industrial (per gross acre).....	66,320.00
Senior Housing (per DU)	3,316.00
High Rise Commercial (per gross acre)	281,860.00
Golf Course (per golf course)	580,300.00
Medical Center (per gross acre).....	538,850.00

- ☐ Your proposed project is subject to the following Public Facilities DIF to cover the costs of expanding the City's facilities (See the schedule of Public Facilities DIF Components on Page 6):

<u>Proposed Type of Project</u>	<u>Total</u>
Single-Family (per EDU)	\$5,048.00
Multi-Family (per EDU)	4,726.00
Commercial (per acre).....	20,764.00
Industrial (per acre).....	3,848.00

- ☐ Your proposed project is located within Otay Ranch Village 1, 5, or 6 for Pedestrian bridge DIF Fee:

<u>Proposed Type of Project</u>	<u>Total</u>
Single-Family (per EDU)	\$783.00
Multi-Family (per EDU)	580.00

- ☐ Your proposed project is within one or more of the following drainage or sewer basins (DIF Fee to be determined with application of building permit):

Telegraph Canyon Drainage (per acre)	\$4,579.00
Telegraph Canyon Sewer, gravity flows (per EDU)	216.50
Poggi Canyon Sewer, gravity flows (per EDU)	400.00
Salt Creek Sewer, gravity flows (per EDU)	284.00
Pumped Sewer (per EDU)	180.00

- ☐ Your project may fall within an assessment district, which has already paid the required DIF. For more information regarding Development Impact Fees, please contact that Section's staff at (619) 691-5024 Ext. 3505 or (619) 691-5258.

NOTE: This checklist is based solely on the plans submitted and does not necessarily include all final requirements. It is intended as a way to inform you, as a developer/owner, of the general requirements and costs you can expect to encounter as your project develops. The requirements and fees contained herein are only those imposed by the Engineering Division. You should contact the Department of Building & Housing for information regarding additional fees. Please do not hesitate to call this department for further information.

VEHICULAR TRIP GENERATION TABLE (ONE-WAY TRIPS)

The Traffic Signal Fees are based on the trip generation factors in accordance with SANDAG's *Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region* contained herein. The fee is calculated on \$24.04 per trip generated per day.

<u>Land Use Category</u>	<u>Trip Generation (per day) Factor</u> (<u>"T" = trips</u> <u>" / " = per</u>)
Service station:	
With food-mart.....	160 T/Fueling space
With food-mart and car wash.....	155 T/Fueling space
Older service station design.....	150 T/Fueling space
Carwash:	
Automatic.....	900 T/Day or 600/acre
Self-serve.....	100 T/Stall
Auto sales (dealer & repair).....	50 T/1000 S.F. or 300/acre or 60/service stall
Auto repair center.....	20 T/1000 S.F. or 400/acre or 20/service stall
Bank/Savings & Loan:	
Bank (walk-in only).....	150 T/1000 S.F. or 1000/acre
Bank (with Drive-up window).....	200 T/1000 S.F. or 1500/acre
Savings & loan.....	60 T/1000 S.F. or 600/acre
Church or Synagogue.....	9 T/1000 S.F. or 30/acre
Church school.....	(See "Schools")
Commercial/Retail center (also strip commercial).....	40 T/1000 S.F. or 400/acre
Community shopping center (30-60 acres, 100K-300K S.F.).....	80 T/1000 S.F. or 700/acre
Neighborhood shopping center (<10 acres, <100K S.F.).....	120 T/1000 S.F. or 1200/acre
Commercial shops:	
Supermarket.....	150 T/1000 S.F. or 2000/acre
Convenience market.....	700 T/1000 S.F. or 700/acre
Discount club.....	60 T/1000 S.F. or 600/acre
Discount store.....	60 T/1000 S.F. or 600/acre
Furniture store.....	6 T/1000 S.F. or 100/acre
Lumber store.....	30 T/1000 S.F. or 150/acre
Hardware or Paint store.....	60 T/1000 S.F. or 600/acre
Garden nursery.....	40 T/1000 S.F. or 90/acre
Hospital:	
General.....	20 T/Bed or 25/1000 S.F. or 250/acre
Nursing home.....	3 T/Bed
Industrial:	
Industrial/Business park (Commercial included).....	16 T/1000 S.F. or 200/acre
Industrial park (No commercial).....	8 T/1000 S.F. or 90/acre
Industrial plant (multiple shifts).....	10 T/1000 S.F. or 120/acre
Manufacturing/assembly.....	4 T/1000 S.F. or 50/acre
Warehousing.....	5 T/1000 S.F. or 60/acre
Storage.....	2 T/1000 or 0.2/vault or 30/acre
Science research & development.....	8 T/1000 S.F. or 80/acre
Lodging:	
Hotel with convention facilities & restaurant.....	10 T/Room or 300/acre
Motel.....	9 T/Room or 200/acre
Resort hotel.....	8 T/Room or 100/acre
Offices:	
Standard commercial office building (<100,000 S.F.).....	20 T/1000 S.F. or 300/acre
Standard commercial office building (>100,000 S.F.).....	17 T/1000 S.F. or 600/acre
Corporate office building (single user).....	14 T/1000 S.F. or 180/acre
Medical/dental building.....	50 T/1000 S.F. or 500/acre

VEHICULAR TRIP GENERATION TABLE (Cont'd):

<u>Land Use Category</u>	<u>Trip Generation (per day) Factor</u> (<u>"T" = trips</u> <u>" / " = per</u>)	
Residential:		
Single family detached	10	T/Single family dwelling
Condo/Duplex	8	T/Unit
Apartments.....	6	T/Unit
Mobile home, Adults only	3	T/Unit <i>or</i> 20/acre
Mobile home, Family	5	T/Unit <i>or</i> 40/acre
Retirement Community	4	T/Unit
Congregate Care Facility	2.5	T/Unit
Restaurant/Lounge:		
Low turn-over, quality restaurant.....	100	T/1000 S.F. <i>or</i> 3/seat <i>or</i> 500/acre
Sit-down, high turnover	160	T/1000 S.F. <i>or</i> 6/seat <i>or</i> 1000/acre
Fast-food with Drive-through	650	T/1000 S.F. <i>or</i> 20/seat <i>or</i> 3000/acre
Fast-food without Drive-through.....	700	T/1000 S.F.
Lounge.....	100	T/1000 S.F. of gross floor area
Schools:		
University (4-year)	2.4	T/Student <i>or</i> 100/acre
Community college (2-year)	1.2	T/Student <i>or</i> 24/1000 S.F. <i>or</i> 120/acre
High school.....	1.3	T/Student <i>or</i> 15/1000 S.F. <i>or</i> 60/acre
Middle/Jr. high school	1.4	T/Student <i>or</i> 12/1000 S.F. <i>or</i> 50/acre
Elementary	1.6	T/Student <i>or</i> 14/1000 S.F. <i>or</i> 90/acre
Day care	5.0	T/Child <i>or</i> 80/1000 S.F.

NOTE: Where alternative generation factors are provided, that which results in the higher total vehicle trip generation shall be used in computing the Traffic Signal Fee.

PUBLIC FACILITIES DIF FEE COMPONENTS

<u>Component</u>	<u>Single Family</u>	<u>Multi Family</u>	<u>Commercial</u>	<u>Industrial</u>
Civic Center	\$1,089/DU	\$976/DU	\$4,245/acre	\$711/acre
Police	\$804/DU	\$1,190/DU	\$10,356/acre	\$1,070/acre
Corporation Yard	\$706/DU	\$472/DU	\$3,266/acre	\$1,361/acre
Libraries (Residential Only)	\$753/DU	\$719/DU	\$0	\$0
Fire Suppression System	\$450/DU	\$448/DU	\$2,245/acre	\$597/acre
GIS	\$9/DU	\$8/DU	\$36/acre	\$6/acre
Computer Systems	\$6/DU	\$6/DU	\$25/acre	\$4/acre
Telecommunications	\$5/DU	\$5/DU	\$20/acre	\$3/acre
Records Management System	\$8/DU	\$7/DU	\$30/acre	\$5/acre
Administration	\$139/DU	\$124/DU	\$541/acre	\$91/acre
Recreation (Residential Only)	\$1,079/DU	\$771/DU	\$0	\$0
Total per Residential Unit	\$5,048	\$4,726		
Total per Commercial/Industrial Acre			\$20,764	\$3,848

DEFERRAL INFORMATION

In accordance with Section 12.24.070 of the Chula Vista Municipal Code, the owner/developer may apply for a deferral of the requirement to install the public improvements. Deferrals may be granted for any of the following reasons:

1. Installation of the improvements would create a hazardous condition.
2. Improvements installed at the project site would be incompatible with the present development of the area.
3. Installation of the improvements would be premature because of the existing conditions of the surrounding area.
4. It would be desirable to have improvements installed as an overall project.

(NOTE: Deferrals may *not* be granted for reason of financial hardship.)

Modified 11/24/2003

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DEFERRAL INFORMATION (Cont'd):

To apply for a deferral, you must complete the necessary form available at the Engineering Division counter. The application must be accompanied by the application fee specified in the Master Fee Schedule.

If the deferral is granted, a *cash bond* (U.S. currency or a certified cashier's check) in the amount of 110% of the estimated value of the work being deferred must be posted with the City Finance Office.

In certain cases, the City *may* accept a lien against the applicant's property in lieu of the cash bond. However, the following items must be submitted before the City will consider acceptance of a lien:

1. A letter from the applicant fully explaining why there is a need for a lien in lieu of the cash bond.
 2. An appraisal of the property prepared and signed by a State of California Certified Appraiser. Such appraisal shall have been prepared within 60 days of the date of the written request for the lien.
 3. A Title Report prepared by a title insurance company within 60 days of the date of the written request.
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PROCEDURE FOR THE INSTALLATION OF STREET LIGHTS

If the checklist indicates the requirement to install one or more streetlights, the following steps are required:

1. The developer, his engineer or contractor applies for a construction permit from this department to install the streetlight. (Also see checklist for Construction Permit requirements on Page 1.)
 2. The Permits Section will check with the Traffic Section to determine the exact location of the required streetlight.
 3. Upon providing this location to the developer or his agent, the developer/agent contacts San Diego Gas & Electric to obtain the desired service point location.
 4. The developer or his/her agent must submit a plan/sketch showing all of the following:
 - a. Street light location
 - b. Service point
 - c. Conduit size, type and location
 - d. Pull boxes
 - e. Wire sizes
 5. The Traffic Section reviews for approval
 6. Permits Section issues permit with two copies to Inspection Section.
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SEWERAGE PARTICIPATION FEE

The Chula Vista City Council has authorized the collection of a fee to aid in the cost of processing sewerage generated in the city. This fee is normally collected at the time of connection to the public sewer or when a permit is issued for adding plumbing fixtures in an existing building. The current fee is \$3,000.00 per Equivalent Dwelling Unit (EDU), or single family dwelling [prorated in the case of commercial projects based on Equivalent Fixture Units (EFU)]. The following is to be used as a guide in calculating the fee for your proposal, however, the final charges will be based upon the plans submitted for a Building Permit:

SEWERAGE PARTICIPATION FEE (Cont'd):

Land Use Category

Residential:

Single Family Dwellings	1.00 EDU
Multi-Family Units (apartments, condominiums, triplexes)	0.75 EDU
Mobile Home, Trailer	0.50 EDU

Commercial:

R.V. Parks	0.5 per hook-up plus EFUs in bldgs (see table below)
Restaurants:	
Small (seating less than 100)	EFU count (see table below)
Large (seating 100 or more)	25 gal/day/seat
Car wash:	
Self-serve	2.0 EDUs per stall
Automatic w/ water recycling	6.5 EDUs
Automatic w/o water recycling [†]	EFUs case by case
Self-service Laundries [‡]	0.5 EDU/washer plus EFUs not attached to washers

[†] Facilities using water for processing purposes shall be assessed individually by the Director.

[‡] Facilities with water recycling systems shall be assessed individually. Information required for the assessment shall be provided by the applicant.

Table for calculating EFUs:

<u>Fixture</u>	<u>EFU</u>	<u>Fixture</u>	<u>EFU</u>
Bar sink (Commercial)	2	Sink (mop basin)	3
Bathtub	2	Sink (wash-up, east set of faucet) ..	2
Dental unit or Cuspidor	1	Sink or Dishwasher	2
Drinking fountain (each head)5	Urinal (stall)	2
Laundry tub or clothes washer	3	Urinal (wall)	2
Lavatory	1	Toilet (tank)	4
Lavatory (Dental)	1	Toilet (valve)	4

⊗ Multiply total EFUs by 14 GPD ^ Divide that number by 265 GPD = 1 EDU ^ Multiply result by \$3,00 to calculate total fee.

ADDITIONAL COMMENTS:

Checklist by: _____ Date: _____ Phone: (619) _____